

Traffic Plan's  
official employee  
publication

# UNITE







# NEW YEAR, NEW OPPORTUNITIES

## It's a New Decade!

We hope your year is off to a great start — and we hope you are as excited as we are about the great things that are in store for Traffic Plan as we welcome another busy season.

Below are just a few updates happening in our organization:

## Traffic Plan Is Now a Contractor of Choice for Exelon

We're thrilled to announce that Traffic Plan has been named a Contractor of Choice (CoC) for Exelon. The vetting process included Exelon's review of our safety record as well as our overall capabilities, financial strength, and diversity status. The CoC designation was finalized in December, and we look forward to our continued partnership with Exelon in 2020.

## New ERP Implementation

Traffic Plan is in the process of rolling out a new enterprise resource planning (ERP) system across the company. Acumatica is a cloud-based ERP solution for midsize organizations that will enhance the way we manage our business operations. We will phase out

the use of paper timesheets this year, and Acumatica's technology will also enable our scheduling and field teams to communicate through iPads. We are planning to go live with the new system in late spring or early summer.

## Timekeeping Training with UGI

Our finance and operations teams are working closely with client UGI to comply with their new timekeeping system, SAP Fieldglass. The new vendor management system allows our Crew Chiefs to enter their time and their Techs' time virtually through iPad devices.

We look forward to all these exciting changes and the efficiency they will bring to our internal operations. If you have any questions about these updates or about anything else happening at Traffic Plan, please reach out.

Here's to 2020!

*Carolyn Kiely and Mary Kiely*



## STAND & TAKE A BOW

In each issue of *United*, we recognize the achievements of Traffic Plan's most valuable asset — you, our employees.

### CREW CHIEF PROMOTIONS

Jamie Hood.....	11/4/19
Alfredo Rivera .....	11/7/19
Mark Wood .....	11/12/19
Elijah Galeano.....	11/12/19
Takiara Justice.....	11/12/19
Chad Solomon.....	11/18/19
Mark Schneider .....	11/22/19
Tyler James.....	11/22/19
Crystal Pendleton .....	12/2/19
Kevin Butler .....	12/10/19
Robert Jenisch .....	12/10/19
Andrew Kyriakou .....	12/10/19
Brian Schneider .....	1/6/20
Bryan Malone.....	1/6/20
John Goulet.....	1/6/20
Michael Parker.....	1/8/20
Ryan Harms .....	1/8/20
Matthew Keenan .....	1/8/20
Adalberto Dones.....	1/13/20
Cody Curry.....	1/13/20
Earnest Scott.....	1/13/20
Mark Ross.....	1/20/20
James Parnell .....	1/20/20
Alfonso Evans.....	1/21/20
Debra Thomas-Aldridge.....	1/21/20
Hamp Pooser.....	1/27/20
John Larsen .....	1/27/20
Brandon Cote .....	1/27/20
Tara Samuels .....	1/28/20
Keith Kelson.....	1/29/20
Norman Rafter .....	1/29/20

### 5-YEAR ANNIVERSARIES

Kenneth M. Gregg .....	12/1/14
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### 1-YEAR ANNIVERSARIES

Trisha Anderson.....	1/14/19
Craig Wider.....	1/21/19
Ibraheem Rashad .....	1/24/19
Mitchell Mayo .....	1/24/19
Nona Manatch.....	1/31/19
Ann Cooper.....	1/31/19
Keshawn Adams.....	1/31/19
Stephen Frankford.....	2/12/19
Juan Vega .....	2/12/19
Paul Fury .....	2/12/19
Hunter McKillips .....	2/12/19
Paul Miles .....	2/12/19
Christopher Hines.....	2/14/19
Tiffany Chard .....	2/19/19
Austin Dunning .....	2/19/19
Darryl Blackwell.....	2/28/19
Nicole Ritter.....	2/28/19
Nicholas Wood .....	2/28/19

## PROGRESS BULLETIN WORKING IN WINTER WEATHER

Working in the cold temperatures and icy conditions of the season can not only feel harsh, but it can be particularly hazardous. During these frigid months, be aware of the dangers of cold weather and take the proper precautions to combat Old Man Winter.

### UNDERSTAND THE DANGERS

- ◆ Hypothermia: A potentially dangerous drop in your core body temperature that causes shivering, confusion, and poor coordination. This condition usually occurs after prolonged exposure to the cold.
- ◆ Frostbite: Freezing of the skin and its underlying tissue that causes first redness and numbness, then paleness. The skin may also feel hard. This condition is common in the fingers, toes, nose, ears, cheeks, and chin — especially when those areas are left exposed to the cold.
- ◆ Slips and falls: Ice and snow — or slush, wet surfaces, and mud during a thaw — can cause slips and falls, leading to a range of injuries including sprains and breaks.

### TAKE PRECAUTIONS

- ◆ Cover exposed areas of skin. Wear gloves and a warm hat (or other head covering) that can fit under a hard hat.
- ◆ Wear several layers of thin clothing instead of one thick layer.
- ◆ Wear one pair of thick socks or two pairs of thin socks.
- ◆ If you get hot while working, open your jacket, but keep your hat and gloves on to avoid exposing your skin.
- ◆ Clear ice and snow from access areas and the soles of your boots.
- ◆ Try to keep at least one hand free to help with balance.
- ◆ Take special care when entering and exiting your vehicle. Remember to maintain three points of contact!
- ◆ Walk slowly and carefully.

# TOOLBOX TALK

## WORK ZONE SITUATIONAL AWARENESS

Situational awareness is being aware of what is happening around you in terms of where you are, where you are supposed to be, and whether anyone or anything around you is a threat to your health and safety. We use our situational awareness to make decisions about whether a work zone is safe. Personal knowledge, experience, and education help us understand what is going on around us, meaning everyone's situational awareness is potentially different.

Assessment of your work zone should occur continually, but especially in the following situations:

- ◆ When beginning work on a new project/contract/customer location.
- ◆ When you think the work environment has changed since your last time there.
- ◆ When working with new or different coworkers.
- ◆ Before complacency has set in — it can be a silent killer!

To evaluate your work zone, just remember

**“SLAM”**

**1 STOP** Engage your mind before your hands. Look at the task in front of you.

**2 LOOK** Examine your work zone to find any hazards to you and your coworkers. Report hazards immediately to your customer or manager/supervisor using the Traffic Plan Pre-Job Brief Report.

**3 ASSESS** Think about the effects the hazards will have upon you and the people you work with, as well as your equipment and procedures. Ask yourself if you have the proper tools, training, and PPE to perform your task safely.

**4 MANAGE** If you feel that the operation is unsafe, stop working. Tell your coworkers. When needed, call in your supervisor.







# FOCUS ON

## JOZEF SWATKOWSKI

In this issue of *United*, we shine our employee spotlight on Crew Chief Jozef Swatkowski. Jozef works out of our Glassboro, New Jersey, office and will celebrate his three-year work anniversary this year. We recently sat down to chat with him, and here’s what we found out!

**TELL US A LITTLE ABOUT YOURSELF.**

I’m from Poland. I moved to the United States in 1990, looking for a better future for myself and my wife and daughter. I came to New Jersey, originally to Atlantic City, because I had a friend from Poland who had settled in the area.

I have traveled to many places in the US, but I like New Jersey because it reminds me of my native home near the Baltic Sea. The summers are busy with beachgoers, and then things quiet down and you can enjoy all the seasons.

I was a full-time tennis player and instructor in Poland and continued to teach the sport in the US full-time. Tennis was my life — my daughter (who is now 43 years old) went to school on a tennis scholarship.

**WHAT MADE YOU WANT TO JOIN TRAFFIC PLAN?**

I joined Traffic Plan after my wife passed away in 2017; we were together 41 years. I wanted a job that would keep me busy and allow me to be outdoors, since I was always working and staying active outside throughout my tennis career. Traffic Plan was a great opportunity for me.

**WHAT HAS YOUR PROGRESS AT TRAFFIC PLAN LOOKED LIKE?**

I started as a second seater in May 2017. In August of that same year, I was promoted to Crew Chief. I have fellow Crew Chief Carol Arena to thank for my quick advancement. She was a wonderful mentor.

**WHAT DO YOU ENJOY ABOUT WORKING AT TRAFFIC PLAN?**

My favorite part of the job is that I enjoy being outside and around other people. I also like the responsibility of caring for the traveling public, our clients, and my fellow employees. It’s an important job!

I also enjoy the feeling of independence the job provides. Once you understand the work zone setup and safety codes, you can depend on yourself to get the job done. It’s almost like having your own business with good leadership to support you when needed.

“ I ENJOY THE FEELING OF INDEPENDENCE THE JOB PROVIDES. ”

**WHERE DO YOU SEE YOURSELF AT TRAFFIC PLAN IN THE FUTURE?**

I am very happy with my current role at Traffic Plan. At this point in my life, I move a little slower (ha), and I’m not interested in being promoted beyond Crew Chief.

**WHAT DO YOU ENJOY DOING OUTSIDE OF WORK?**

I no longer play competitive tennis, but I do still teach on the weekends. My “new” passion is golfing. I took up the sport about 17 years ago with my wife, and I still love playing today. It constantly challenges me and my competitive spirit. I also enjoy traveling wherever my golf clubs take me.

**DO YOU HAVE ANY ADVICE FOR ANYONE NEW TO THE TEAM?**

My advice is to be patient. That’s very important. Patience can take you further. Just work hard, do your job well, and be patient and trustworthy.



# WHAT UNITES US

Thank you to everyone who filled out our recent employee survey! In this edition, we learned more about what unites Traffic Plan workers on the job — and off. Look out for future surveys on our Facebook page and have your say!

## WHAT IS THE COOLEST THING ABOUT YOUR JOB?

- ◆ My awesome teammates
- ◆ My Crew Chief
- ◆ The different places I work
- ◆ Interacting with customers
- ◆ Working with people and public that understand our importance and say, “Good job.”
- ◆ Meeting new people

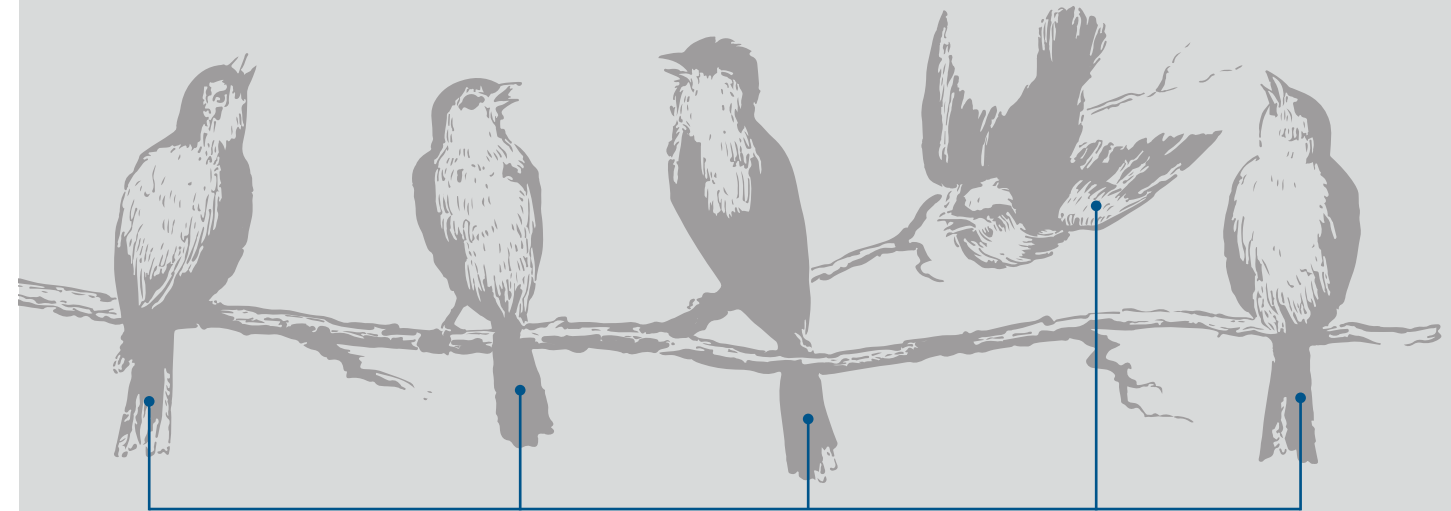
## WHAT DO YOU MOST APPRECIATE ON YOUR JOB?

- ◆ Lunch breaks
- ◆ Heated socks
- ◆ Water
- ◆ Rain pants and jacket
- ◆ Jobs close to home that are long term
- ◆ Better travel time
- ◆ Road Closed Ahead signs

## WHICH SUPERPOWER WOULD YOU CHOOSE?



## ARE YOU AN **EARLY BIRD** OR A NIGHT OWL?

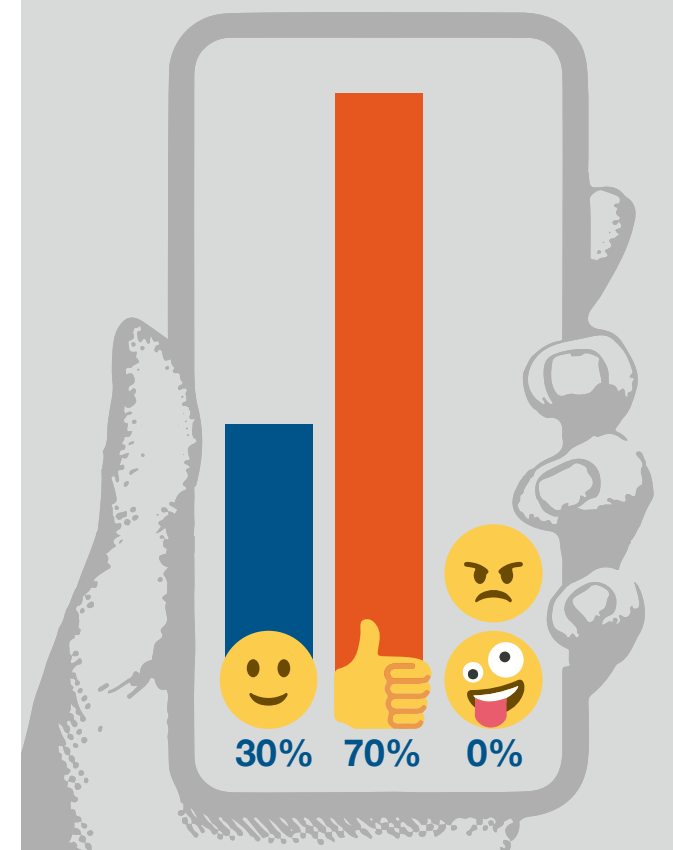


**100%** OF RESPONDENTS ARE EARLY BIRDS

## WHAT IS YOUR GO-TO **KARAOKE** SONG?

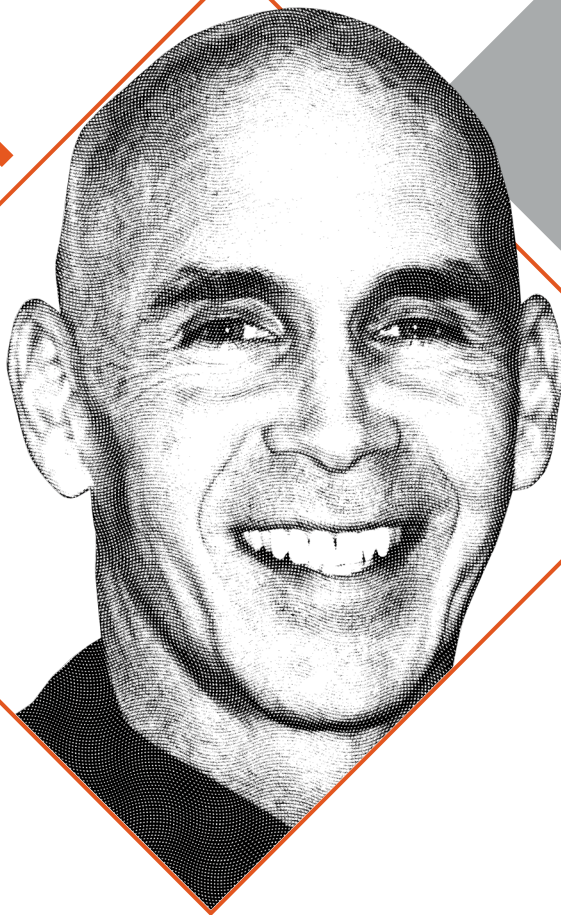


## OF THESE CHOICES, WHICH IS YOUR MOST-USED **EMOJI**?





# FRANKLY SPEAKING



Kiss the last decade goodbye and say hello to the next: *the twenties*! Our visions and thoughts of what the future may hold are at hand, but where the next ten years will lead is unknown. New technologies, inventions, and expanded developments within the traffic control industry consume our minds. Right? Well, maybe not, although a fresh start that includes a few self-generated goals can set the tone and assist with shaping a successful future.

The nature of the work that all of you do is difficult. That reality sometimes hits smack in the face like a cold wind during a flagging stop-and-go operation in the heart of winter. So, in preparation for a new beginning, I'd like to share these three E's of success.

## EXPECTATION, ENGAGEMENT, EFFECTIVENESS

**E**XPECTATION starts with a belief in one's ability and that something is going to happen a certain way. Prior to the activation of a work zone, what expectations for success do you set for yourself? Do you have the proper PPE; is it neat and clean; do you present a constructive presence? Do you have the proper traffic control equipment and devices to set up a safe work site? Is your skill set and knowledge of the work zone specifications for this particular job on point?

**E**NGAGEMENT involves fully committing to the task at hand. Commit all necessary resources at your disposal, including job knowledge, clear thinking, safety awareness, and proper equipment — all elements necessary for a successful outcome and a safe conclusion.

**E**FFECTIVENESS in the performance of your job duties to generate a safe site and the feeling of a job well done is vital. Be aware of the pitfalls that create dangerous situations and negative connotations. Adhere to company policies. Do not become complacent; remain vigilant as it pertains to situational work zone awareness. Stay ALERT!

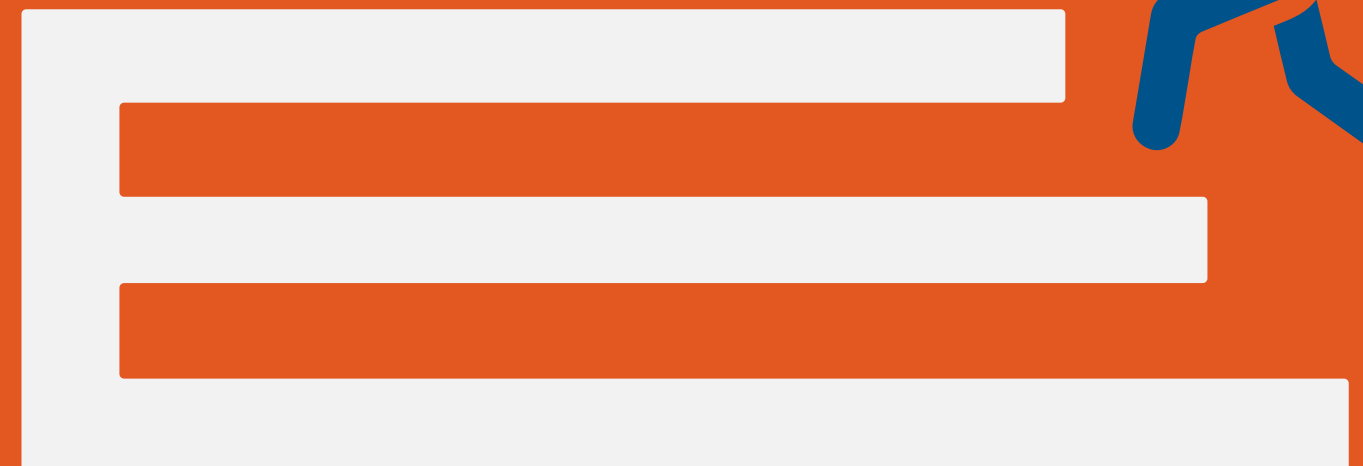
The way you carry yourselves makes a difference.

Stay Safe,  
Frank

If you have any questions or topics you would like to see discussed here, please email me:

**FRANKLYSPEAKING@TRAFFICPLAN.COM**

## THE THREE E'S OF SUCCESS





# CAREER PROGRESSION

## AT TRAFFIC PLAN

Progress isn't just about our communities and customers. It's also about providing opportunities for you to grow within the Traffic Plan organization.



# HOW TO STASH

## MORE CASH

Earn up to \$1,250 in bonuses after one year of employment.

### Milestone Bonuses

4 months - \$500 | 12 months - \$500

Employees will receive bonus money thirty days after reaching their milestone dates of four months and twelve months. Employees must be actively employed by Traffic Plan at the time of payment to receive the bonus.

### Promotion Bonus

Crew Chief - \$250

Employees promoted to Crew Chief will receive their bonus six months after the promotion date. It will be scheduled in the next payroll.

*This bonus program is for union employees only and may be discontinued at any time based on management discretion. It is not retroactive.*

## TAKE HOME AN EXTRA \$1,000!

Attention all Traffic Plan employees: Don't forget we have an employee referral program. If you refer a new employee and they remain employed in good standing with Traffic Plan for six months, you'll receive a \$1,000 bonus. Make sure the person you're referring puts your name on their job application!



# PROGRESS INSTITUTE

## UPDATES FROM TRAFFIC PLAN TRAINERS

Our Progress Institute training team wrapped up 2019 with many exciting projects. Here are a few highlights from September through December.

### NEW EMPLOYEE TRAINING

During the last four months of 2019, nearly 250 employees participated in New Employee Training sessions. And great news — Traffic Plan surpassed our projection of training 750 new hires in 2019! A total of 800 employees joined our organization last year and completed onboarding training.

### ADVANCED CREW CHIEF TRAINING

Five classes were held in PA and NJ for 28 employees. Attendees of our Advanced Crew Chief sessions are both newly promoted employees as well as current Crew Chiefs who are looking for a refresher training course to help reinforce best practices. The first round of 2020 classes is already in the books, with many more classes on the schedule at our various offices.

### CLIENT TRAINING OPPORTUNITIES

Our Progress Institute trainers had some great October training sessions with our client New Jersey American Water. The utility company is the largest water service provider in the state of New Jersey, serving approximately 2.7 million people in 192 communities.

On October 23 we conducted an ATSSA flagger training course with 40 of American Water's employees at their Shrewsbury, NJ, office. And in conjunction with their company's Safety Week, Traffic Plan Trainer Steve Albanese headed to American Water's Short Hills, NJ, office on October 24 to present a safety seminar to 55

employees. We received excellent feedback from all attendees, which included frontline workers as well as management.

Discussions are already in the works for more client training at a few other American Water offices, as well as with other Traffic Plan clients. Stay tuned for details.

### LEADERSHIP TRAINING INITIATIVE

Traffic Plan's new Leadership Development Program kicked off last fall with a class run by Mike Nordstrom. Mike joined the Progress Institute team last year and has an extensive background in leadership training, which he conducted at his former employer, the New Jersey State Police.

Twenty-four Traffic Plan managers and supervisors participated in five small-group leadership training sessions that focused on the DISC Personality Test. DISC is a well-known personal assessment tool used by many organizations to help their employees better understand their own personality traits and how to adapt their behavior to others, with the goal of improving work productivity, teamwork, and communication.

We look forward to announcing more leadership development opportunities later this year.

### HAVE TRAINING QUESTIONS?

Training is one of the most important things we do at Traffic Plan. If you have any questions about the training programs offered through our Progress Institute, please contact Human Resources or Steve Albanese. We're here to help.



**Traffic Plan**  
PROGRESS INSTITUTE





**TRAFFIC CONTROL SERVICES**

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# OLDEST VAN IN THE FLEET

Pictured here is Crew Chief and Union Steward Tedd Madara and “Old Nellie” — the oldest van in the Traffic Plan fleet! Tedd received the 2013 Ford E-150 three years ago and has driven her more than 78,000 miles since, all in the name of progress. Go, Nellie, go!

